

Fox, Susan

From: DeFilippis, Joe
Sent: Tuesday, November 16, 2010 11:56 AM
To: Fox, Susan
Subject: Letter of Interest - Commissioner of Political Practices
Attachments: coverletter.doc

Ms. Fox-

Please see attached letter of interest and contact me with any questions or concerns.

Sincerely,

Joseph A. DeFilippis
1229 Lucchese Road
Helena, MT. 59602
(W) – 406.444.5373
(C) – 406.439.5664
joeadef@gmail.com

Dear Sir or Madam,

I am extremely interested in the Commissioner of Political Practices position. I am currently a Supervisor within the Secretary of State's Office, as well as being a Subject Matter Expert for a technical project (working with a vendor to implement a new database). My tasks include managing and supporting relationships with the Secretary of State's Office, Montana Interactive, Northrop Grumman, and State of Montana ITSD.

I have both a Bachelors Degree in Business Management, and a Masters Degree in Business Administration. Coming from a background in supervising and enterprise account management I feel my experience would benefit your agency. My various skills and roles which are included in my resume include:

- Supervision/Management of employees
- Neutral and non-partisan decision making skills
- Management of various projects
- Excellent oral and written communication
- Ability to make sound decisions in difficult situations
- Defines and follows statutes, rules, regulations, and office policies
- Strong interpersonal and teamwork skills
- Strong organizational and analytical decision making skills
- Ability to be forward looking in process improvements
- Accounting/Budgeting

In addition, my wide-ranging professional experiences with all levels of management, both internal and external, set me apart for success in a role as a Commissioner. My career experience in both the private and public sectors have given me the skills necessary to successfully communicate with various audiences and lead teams and individuals at succeeding in all projects and tasks.

My ability to achieve positive results, both independently and in diverse team environments, provides a foundation for a successful career. I am eager to contribute to your agency and I look forward to discussing the position with you. I very much appreciate your time and consideration, and I look forward to hearing from you in the near future.

Sincerely,

Joseph A. DeFilippis

Joseph A. DeFilippis
1229 Lucchese Road
Helena, MT. 59602
(c) 439-5664
(w) 444-5373
(e) joeadef@gmail.com

Fox, Susan

From: Joe DeFilippis [joeade@gmail.com]
Sent: Saturday, November 27, 2010 8:22 AM
To: Fox, Susan
Subject: Re: Questions for candidates for Commissioner of Political Practices (COPP)

Ms Fox-

My answers are below. Please feel free to contact me at 406.439.5664 or joeade@gmail.com

Thank you for your time and consideration.

Sincerely,
Joe DeFilippis
1229 Lucchese Road
Helena, MT. 59602

1. Are you familiar with restrictions Montana law imposes upon the activities of an individual holding the office of COPP?

I am familiar with MCA 13-37-108 which references the restrictions.

2. What is your legal writing experience?

In my current position I reference Montana Code Annotated and Administrative Rule on a daily basis for generating written correspondence to the general public, attorneys, certified public accountants, and others. During my Bachelors program and my Master's program I wrote numerous papers in regards to legal opinions, facts, and referencing various laws, rules, and regulations.

3. Have you ever been party to a complaint filed with the COPP?

No.

4. What is your current or past involvement with either the campaign of a candidate or a ballot initiative?

In 2006 I ran for House District 80. I can proudly say that my campaign was run with the utmost respect towards the other candidate, and we actually became friends after the race was over. I have never been involved with a ballot initiative.

5. Have you been affiliated with a political party or political action committee? If yes, how will this affiliation affect your ability to render impartial decisions on complaints filed against candidates, PACs, and ballot initiatives?

I was involved with the Republican Party in 2006 for about 6 months; however I was not affiliated with a political action committee. The definition of 'impartial' means to not impose or make known your own personal judgment or cultural values. Throughout my experience my decisions have been based on referencing facts, referencing the laws, rules, and regulations. I would also take into consideration expert advice from those who are specialists within any given field of knowledge.

6. What is your opinion of the current candidate contribution limits?

In order for me to form an opinion I would need to perform research to find out if the current contribution limits are within the limits they should be. However

7. Have you or a family member been involved in the legislative process as a lobbyist?

No.

8. In your opinion, do further regulations or restrictions need to be placed on lobbyists' activities?

In order for me to form an opinion I would need to perform research and see if indeed further restrictions and regulations would need to be enforced on lobbyists.

Joseph A. DeFilippis
1229 Lucchese Road
Helena, MT. 59602
H-(406) 439-5664 W-(406)444-5373
Email - joeadef@gmail.com

SUMMARY OF QUALIFICATIONS

- Master of Business Administration
- Bachelor of Science in Business Management.
- Nearly 3 years experience as Emergency, Safety and Security Coordinator.
- Over 10 years experience in a supervisory capacity.
- 4 years accounting experience, and strong computer skills which include MS Office products (i.e. WORD, EXCEL, and PowerPoint) along with Internet knowledge and experience.
- Nearly 13 years experience performing quality assurance and compliance review.
- Self-motivated with the ability to set effective priorities in order to achieve immediate and long-term goals.
- Ensure smooth work-flows and meet operational deadlines.
- Develop interpersonal and communications skills, having dealt with a diversity of professionals, clients, staff members, and the general public.
- Ability to multi-task under strenuous conditions.
- Dynamic leader and team builder, consistently motivating others toward success and leading by example.
- Excellent customer service skills (internal and external).
- Accounts Payable/Accounts Receivable.
- Power Point Presentations.
- Banking/Bookkeeping/Accounting/General Ledger/Cash Handling.
- General office knowledge.
- Analytical decision making skills.
- Clean Driving Record.

PROFESSIONAL EXPERIENCE

MONTANA SECRETARY OF STATE'S OFFICE 09/01 - Present

Supervisor Annual Reports Bureau/Subject Matter Expert

(Business Services Bureau, 02/09 – Present)

Supervisor - Manage the oversight of 110,000 companies which included compliance, assessment, and filings for both online and offline transactions. Oversight included accurate and responsive service, including analyzing and developing improvement strategies. Position reported directly to the bureau deputy and supervised 3 full time employees 2 seasonal full time employees, and 3-4 temporary staff as needed.

Subject Matter Expert - Assist Management Team and Project Manager in analyzing and documenting current environments throughout five bureaus of the agency. Assist in writing Request for Proposal (RFP) which recommends the acquisition, maintenance, and development of the new data management software, hardware, and enhancements for the Secretary of State Office.

Supervisor - Business Services/UCC/Annual Reports Bureaus

Temporary promotion (Business Services Bureau, 09/07 – 04/08)

Supervise 12-16 staff that analyzes various incoming business documents for potential errors and omissions. Communicate and interact with the general public and professionals such as attorneys & CPA's on issues pertaining to the agency and its mission. Interpret and apply Montana Code Annotated and other policies and regulations to business documents.

Supervisor - Annual Reports Bureau

(Business Services Bureau, 02/05 – 09/07)

Managed the oversight of 80,000 documents which included compliance, assessment, and filings for both online and offline transactions. Effective oversight included accurate and responsive service, including analyzing and developing improvement strategies. Position reported directly to the bureau deputy and supervised 3 full time employees 2 seasonal full time employees, and 3-4 temporary staff as needed.

Compliance Officer/Emergency, Security and Safety Coordinator

(Business Services Bureau, 11/02 – 02/05)

Compliance Officer - Conduct compliance, customer assistance and customer support tasks as they relate to Secretary of State functions. Provide assistance to customers in relation to the formation and continued operations of Montana business entities

with the Secretary of State. Convey to customers necessary legal considerations and any additional factors to be considered in selection of business structure. Complete compliance of submitted registrations ensuring all necessary statutory requirements are provided to legally execute documents.

Emergency, Security and Safety Coordinator - Plan and develop the agency security program including comprehensive procedures and policies which pertain to the security and safety of three agency locations. Coordinate training for staff in the areas of personal security and emergency preparedness/response with management and employees. Design, develop and maintain agency-wide emergency preparedness program.

Corporate Cashier

(Fiscal Services Bureau, 09/01 – 11/02)

Accepted custody of cash, checks, money orders, and Inter Agency accounts and fee payments attached with business documents. Issue credits, account for daily cash receipts, and prepared daily bank deposits, all in accordance with established office procedures.

FORSYTHE APPRAISALS LLC, ST. PAUL, MN – 06/95 – 08/01

Quality Control Manager

(Review Appraisal Department)

Supervise a group of 6-10 employees to review over 20,000 real-estate appraisals per year. Develop training classes for new appraisers. Communicate with underwriters on all FNMA and FMAC guidelines.

AMERICAN EXPRESS, MINNEAPOLIS, MN 03/93 – 05/95

Accounting Clerk II

(Accounting Division)

Perform a variety of complex clerical and entry-level bookkeeping and accounting tasks, applying accepted procedures to the preparation and maintenance of accounting and other records, and preparing financial, statistical, and technical reports.

SONS OF NORWAY, MINNEAPOLIS, MN 06/91 – 02/93

Accounting Clerk

(Life Insurance Division)

Maintain records of routine accounting transactions with life insurance policies. Assist in preparation of financial and operating reports which include trial balances, adjustments and closing entries. Assist in analysis and interpretation of accounting records for use by management.

EDUCATION

University of Phoenix - Phoenix, AZ

Master of Business Administration, 09/08 – 03/10

University of Phoenix - Phoenix, AZ

Bachelor of Science/Business Management, 06/04 - 04/08

Essentials of Management, Professional Development Center, Helena, MT

Received PDEOM1 Certificate, 11/07 – 12/07

ASSOCIATION MEMBERSHIPS

Co-President, Helena Public Montessori Parents Council, 06/08 – 07/09

Member, Helena Public Montessori Parents Council, 07/09 - Present

Past President, North Star Planned Unit Development, 02/05 – 12/08